



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, OCTOBER 4, 2006**

1. The meeting was called to order at 5:02 p.m.
2. **ROLL CALL:** Members Avonnet Peeler, Michael Rich, Michael Robles-Wong, and Executive Secretary Karen Willis.

ABSENT: Member Roberto Rocha.

STAFF PRESENT: Jill Kovacs, Senior Management Analyst, and Stacey Meier, Administrative Assistant, Human Resources.

OTHERS IN ATTENDANCE:

3. **MINUTES:** The minutes of the regular meeting of July 12, 2006 were presented for Board approval. Member Peeler moved to accept, Member Rich seconded, and carried by a 3-0 vote.
4. **CONSENT CALENDAR:** Member Rich moved to accept the consent calendar with the exception of 4-D, which he asked to pull for discussion. Member Peeler seconded, and carried by a 3-0 vote.

SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR THE MONTHS OF JULY, AUGUST AND SEPTEMBER 2006:

4-A	ELIGIBLE LIST ESTABLISHED	DATE ESTABLISHED	EXAM NO.
	Administrative Management Analyst	9/12/2006	206-44PR
	Administrative Tech II	8/23/2006	206-41PR
	Assistant Engineer	8/15/2006	206-36
	Customer Service Representative	7/20/2006	206-09
	Electrical Helper	9/13/2006	206-47
	Fire Apparatus Operator	9/19/2006	206-08PR
	Intermediate Clerk	7/20/2006	206-34
	Journey Lineworker	8/7/2006	206-26
	Permit Technician I	7/3/2006	206-25PR
	Permit Technician III	7/3/2006	206-24PR
	Permit Technician III	8/28/2006	206-43
	Planner I	7/18/2006	206-38
	Principal Executive Assistant	9/20/2006	206-59PR
	Supervising Planner	7/27/2006	206-29

4-B	ELIGIBLE LISTS EXTENDED:	DATE ESTABLISHED	EXAM NO.
	EMS Education Coordinator	4/13/2005	205-10
	Fire Captain	10/12/2005	205-46PR
	Jailer	10/20/2005	205-48
	Maintenance Worker I	3/1/2006	205-58
	Maintenance Worker II	3/23/2006	205-65
	Planner III	4/5/2006	206-15
	Public Safety Dispatcher	3/10/2006	205-25/26

4-C	ELIGIBLE LISTS EXPIRED/ CANCELLED/EXHAUSTED	DATE ESTABLISHED	EXAM NO.
	ACE (Land Dev & Trans)	3/3/2006	205-24
	Administrative Technician I	8/12/2005	205-45PR
	Assistant City Attorney I-II	2/2/2006	206-12PR
	CATV Technical Operations Superintendent	4/11/2006	206-061
	Engineering Supervisor	3/28/2006	206-17PR
	Executive Assistant	10/22/2004	204-54
	Facilities Maintenance Worker	2/15/2006	206-06
	Plan Check Engineer	3/28/2006	206-05
	Planning Services Manager	4/21/2006	206-21
	Police Sergeant	9/15/2004	204-38PR
	Program Specialist I/II (Community Programs)	2/23/2006	205-64
	Public Works Maintenance Team Leader (Concrete)	3/16/2006	205-59
	Public Works Supervisor	8/17/2004	204-37
	Sales and Service Supervisor	2/23/2006	205-52
	Supervising Civil Engineer	3/23/2006	205-55
	System Dispatcher	3/17/2006	206-07
	Transportation Planner	3/3/2006	205-63
	Utility Construction Compliance Specialist	3/15/2006	205-66

4-D LIST OF SPECIFICATIONS:

Assistant Line Superintendent (Revised)
Computer Services Coordinator (Revised)
Jailer (New)
Principal Executive Assistant (New)
Public Safety Dispatcher (New)
Redevelopment Manager (Revised)
Senior Public Safety Dispatcher (New)
Transportation Coordinator (New)

Discussion: Executive Secretary Willis explained that the reason there are a high number of new specifications listed on the agenda is due to the fact that many positions were re-assigned from a broad classification to more specific classifications with new titles as part of the PANS contract

agreement. Board President Robles-Wong asked whether the new classifications created a competitive situation for the individuals who were re-assigned into a new job title, and questioned whether or not those individuals were required to re- test. Executive Secretary Willis stated that none of the individuals involved were required to re-test for their positions. Board President Robles-Wong expressed concern that if the Civil Service Rules were not followed, the employees who were re-assigned were not being protected by the system that was designed to do just that. He suggested that there should be a special meeting called in cases when individuals are involved. Member Rich also requested a special meeting to discuss personnel actions and procedures, and Member Peeler agreed. The Board agreed that a special meeting would be scheduled for mid-November. Member Rich moved to approve item 4-D with the understanding that staff will agendize a separate item on the next agenda to provide procedural background on the reclassification process. Member Peeler seconded the motion and was carried by a 3-0 vote.

5. **REGULAR AGENDA ITEMS**

5-A Activity Report – June 1, 2006 through August 31, 2006.

Executive Secretary Willis presented the Board with Turnover Statistics as requested by Board Member Rich at the July 12, 2006 meeting. She stated that the report showed percentages of resignations, retirements and other separations for Miscellaneous and Safety employee groups back to the year 2001. She explained that resignations had risen significantly in the last two years.

Member Rich asked if there was any idea why. Executive Secretary Willis stated that some employees obtained jobs in other cities for better retirement or due to the fact that they had not gotten a pay increase with the City, and others had resigned for personal reasons.

5-B Proposed Change to Civil Service Ordinance, Section 2, Merit Principal 3.

Executive Secretary Willis stated that she had spoken with the City Manager regarding the proposed change to the Civil Service Ordinance. She explained to the Board that the City Manager would like the Board to review the entire Ordinance and make any and all changes all at once due to the fact that it must go before Council before any changes are adopted. Board President Robles-Wong stated that he had spoken briefly with the City Manager as well, and he does not have any issues with changing the entire Ordinance at once.

5-C Review of Civil Service Ordinance No. 2130

Discussion: Regarding staff suggested changes, Executive Secretary Willis explained that department head titles have changed over time and thus, Section 4 (c) needs to be changed, as some of the listed position titles no longer exist. She stated that Human Resources staff will put together recommended changes and suggested language before the next Civil Service Board meeting. Board President Robles-Wong asked if there is another term that can be used besides “permanent” as stated in Section 8, since there is no such thing as a “permanent” employee. Executive Secretary Willis stated that the usual term is “regular”. Board Member Rich stated that some wording was either too broad or too narrow. Executive Secretary Willis stated that she will agendize the Ordinance and Rules review for the special meeting in November.

5-D Rule Change- Article VIII. Appointment, Section 1. Certification of Eligibles and Section 2. Method of Appointment.

Executive Secretary Willis explained that Human Resources had failed to send the Rule Change notification to the Bargaining Units as required. These have been sent and it is anticipated that the Board will be able to approve as its next meeting.

6. **ORAL COMMUNICATIONS, NON-AGENDA (PUBLIC COMMENT)**

None

7. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM BOARD)**

Referring to the Turnover Statistics presented with the Activity Report under 5-A, Board Member Rich shared his concerns regarding the rising number of resignations from Miscellaneous Employees as compared to the low number of Safety employee resignations. He encouraged the City to resolve this matter as quickly as possible. Executive Secretary Willis stated that they are working on it and are getting much closer.

8. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)**

Executive Secretary Willis explained that Mr. Michael Soderberg, who was supposed to have been the new Board Member, moved to Southern California between submitting his application and being notified of his appointment and that consequently, he would not be appointed. She stated that the City is soliciting applications for Civil Service Board Members.

9. There being no further business to come before the Board, the meeting was adjourned at 6:10 p.m.

Respectfully submitted,

Karen Willis
Human Resources Director &
Executive Secretary to the Civil Service Board